

Office of Child Welfare Programs**Information Memorandum
Transmittal**

Lois Ann Day, Director of Child Welfare Programs

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Number: CW-IM-15-009

Issue date: 9/28/2015

Topic: Agency-wide Policy

Subject: Uniform Court Report

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Self Sufficiency Programs | Disabilities Services(ODDS) |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> ODDS Children's Intensive |
| <input type="checkbox"/> ODDS Children's | In Home Services |
| Residential Services | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Child Welfare Programs | <input type="checkbox"/> Other (please specify): |

Message:

The Uniform Court Report has been posted on the DHS Forms Directory. It can be located [here](#).

An instruction sheet on the functionality of the Uniform Court Report has also been posted and can be located [here](#). Please pay special attention to how this document is stored and how it is provided to the court.

As has been previously announced, the Department, in collaboration with the Juvenile Court Improvement Program, has worked for a number of years on the development of a uniform court report format. We are happy to say, this significant piece of work has been accomplished. Thank you to all who contributed to the process over the last several years.

Implementation of the Uniform Court Report is effective October 1, 2015. The Department is asking child welfare offices to work with your local judges on the implementation plan.

The Department is also aware this is a significant change and will have a workload impact upon implementation. As questions or issues arise, please forward them to Jason Walling and Aj Goins. We are committed to continue to work with local offices and with the courts as the use of this form is institutionalized.

If you have any questions about this information, contact:

Contact(s):	Jason Walling Aj Goins		
Phone:	945-6285	945-6897	Fax:
Email:	Jason.Walling@state.or.us A.J.Goins@state.or.us		